

GUIDELINE AGREEMENT TEACHER CERTIFICATION PROGRAM



Education department

Students pursuing the Teacher Certification Program (TCP) at Columbia College must be aware of and/or agree to the following guidelines:

- a) All items included in the TCP packet (available on the Columbia College Education Department website) must be uploaded into the student's CougarTeach dropbox folders. There are additional items, not included in this packet, which must be completed before admittance to the TCP.
- b) All materials must be accurately and truthfully completed, *and approved* by the Certification Officer - *not simply submitted* before the student will be admitted to the program. Leave some "turn around" time in case a problem arises.
- c) Students should apply to the program as soon as possible. Admission to the TCP is required for many upper level EDUC courses.
- d) Process: Once all TCP items are uploaded into the student's CougarTeach dropboxes, then the student must notify the department by phone (800-231-2391 ext. 7818) or email (EducatorPrep@ccis.edu) that all TCP admissions requirements have been fulfilled. At that time the file will be reviewed by the department for consideration for acceptance into the program. If the student is accepted into the program, they will be notified in writing of their acceptance.
- e) All application materials must be completed accurately and truthfully. Omitting required information, or falsifying information will be considered academic dishonesty, and the student will not be permitted into, or allowed to remain in the program. Lack of attention to detail may have severe consequences. Any such occurrences must be addressed in writing after speaking with the department chair.
- f) The student is responsible for immediately notifying the Education office and the Student Records office of any changes in personal information such as changes in address, name and telephone numbers. They must verify through their myPortal account that the change has been made.
- g) Students are responsible for all information contained in the Columbia College catalog and on the Education Department website. Deadlines and requirements will be enforced. Students who attend intermittently are still required to remain informed of all requirements. They must check the Education Department bulletin boards and their CC email regularly. Students are responsible for any posted and otherwise communicated information.

Student must sign and date this form or the application materials will not be accepted. The student signature verifies that all materials, processes and requirements have been explained to them to their satisfaction and that the student agrees to adhere to the application requirements and procedures.

Student Signature: _____ Date: _____